Help Document Series: Mapping a drive in Windows XP

You will need to know your username/password, the dept. share name or the research share name and the default server name is fs.clarku.edu (this information should have already been provided to you), and have permissions to access the share. You will also need to have an active connection on the Clark network or be using SFTP/VPN off campus.

Step 1
On the desktop right click the My Computer icon and select Map Network Drive.

Step 2
Accept the default Drive Letter unless you have a need to assign a specific Drive Letter.
In the Folder field type the full name of the share using the following syntax:
\fs.clarku.edu\clarku\ for staff/faculty personal directory
\fs.clarku.edu\students\ for student personal directory
\fs.clarku.edu\dept\ for departmental shares
\fs.clarku.edu\research\ for research shares

Make sure to check the Reconnect at Login box if you always want the share available, then click Finish.

NOTE: If you are using a personal computer you will need to click the different user name link and supply your Clark Account “username@classu.edu” in the User name: text field, followed by your Clark Account password in the Password: text field, and click the OK button. Then click Finish.

If you are connected to an off-campus network, you will need to connect to the Clark VPN or use a SFTP program before mapping will work. For more information please visit
http://www.clarku.edu/its/vpn
http://www.clarku.edu/offices/its/fileserver/connect_pfs.cfm

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508-793-7745 or helpdesk@classu.edu.